

Using “Track Changes” and Reviewer Comments in Microsoft Word

A Brief Tutorial



This document provides an introduction to change tracking and reviewer comments for Microsoft Word and is intended as a guide for getting started rather than a step-by-step instruction manual. Screen shots are from Microsoft Word 2010, so things may look slightly different for you, depending on what version of Word you're using. These capabilities have been in the software at least since Word 97, so its just a matter of applying them within your documents.

As happens from time to time, Microsoft made changes to the user experience in Office 2016 that cause the settings and even names of settings to be slightly different from earlier versions of the software. These settings are still found on the Review tab, and, even though the wording may be slightly different, once you get the concepts from this tutorial, it will be easy to apply them in Office 2016.

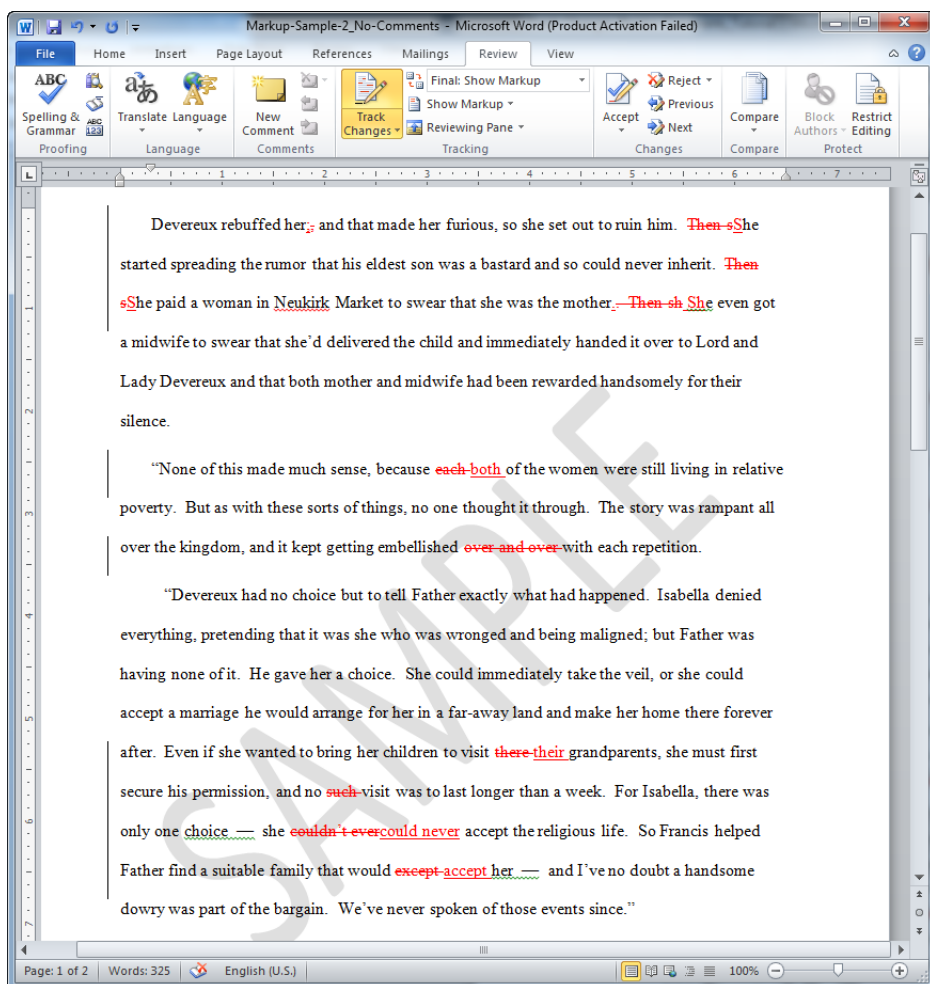
Happy writing!



So what does “Track Changes” do?

- Keeps track of all the changes you make in a document
- Exactly as if you were marking up the changes with a red pencil on a paper copy
- Lets the original author see recommended changes
- Lets the original author decide whether to accept or reject the changes
 - Either individually or as a group

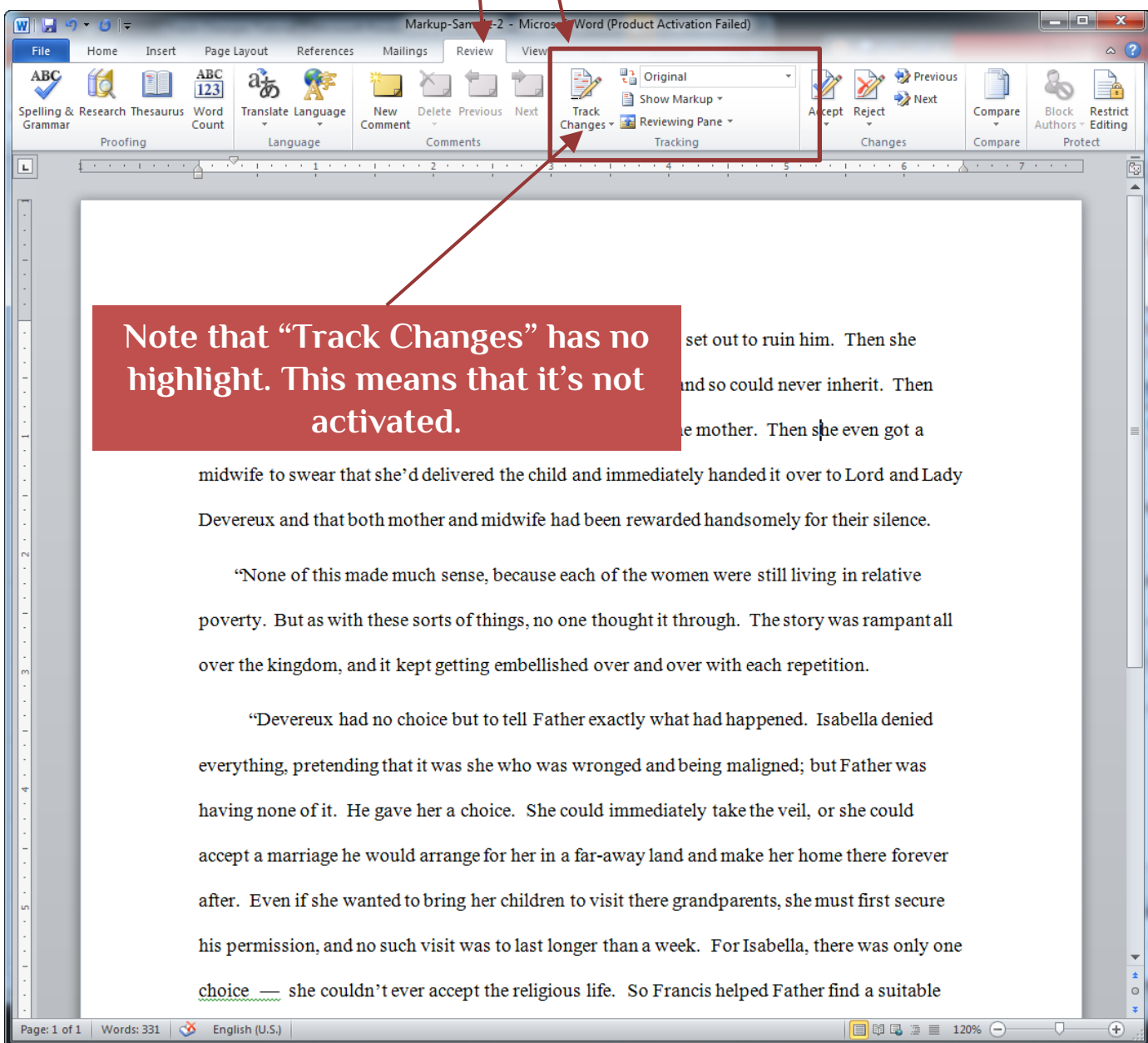
An example of a document with changes tracked





How to Operate “Track Changes”

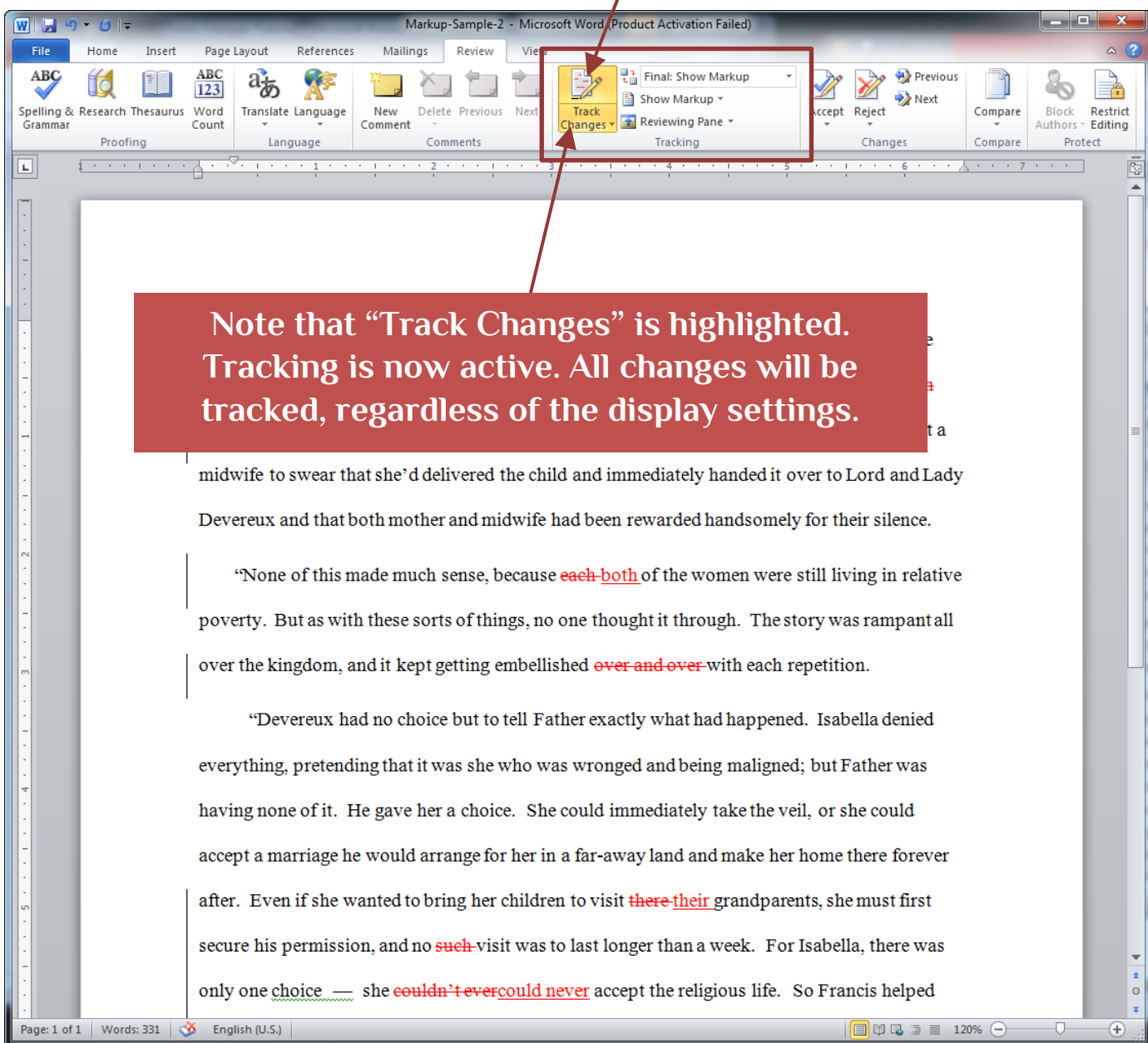
- Click on the Review tab
- Locate the Tracking box





How to Operate “Track Changes”

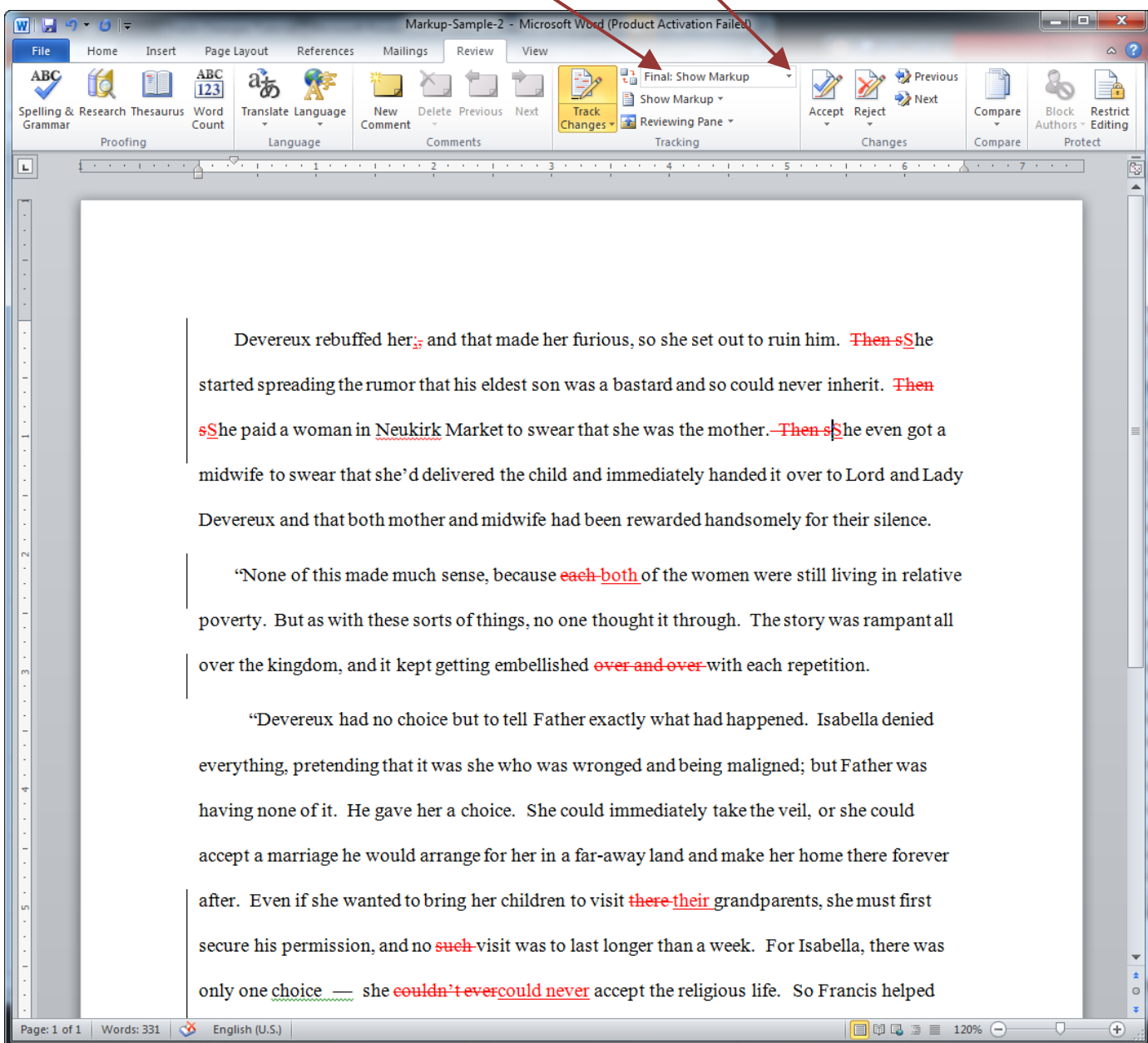
- To activate, click once on “Track Changes”
 - To deactivate, click once on “Track Changes”
 - Highlight will be removed and tracking turned off





How to Operate “Track Changes”

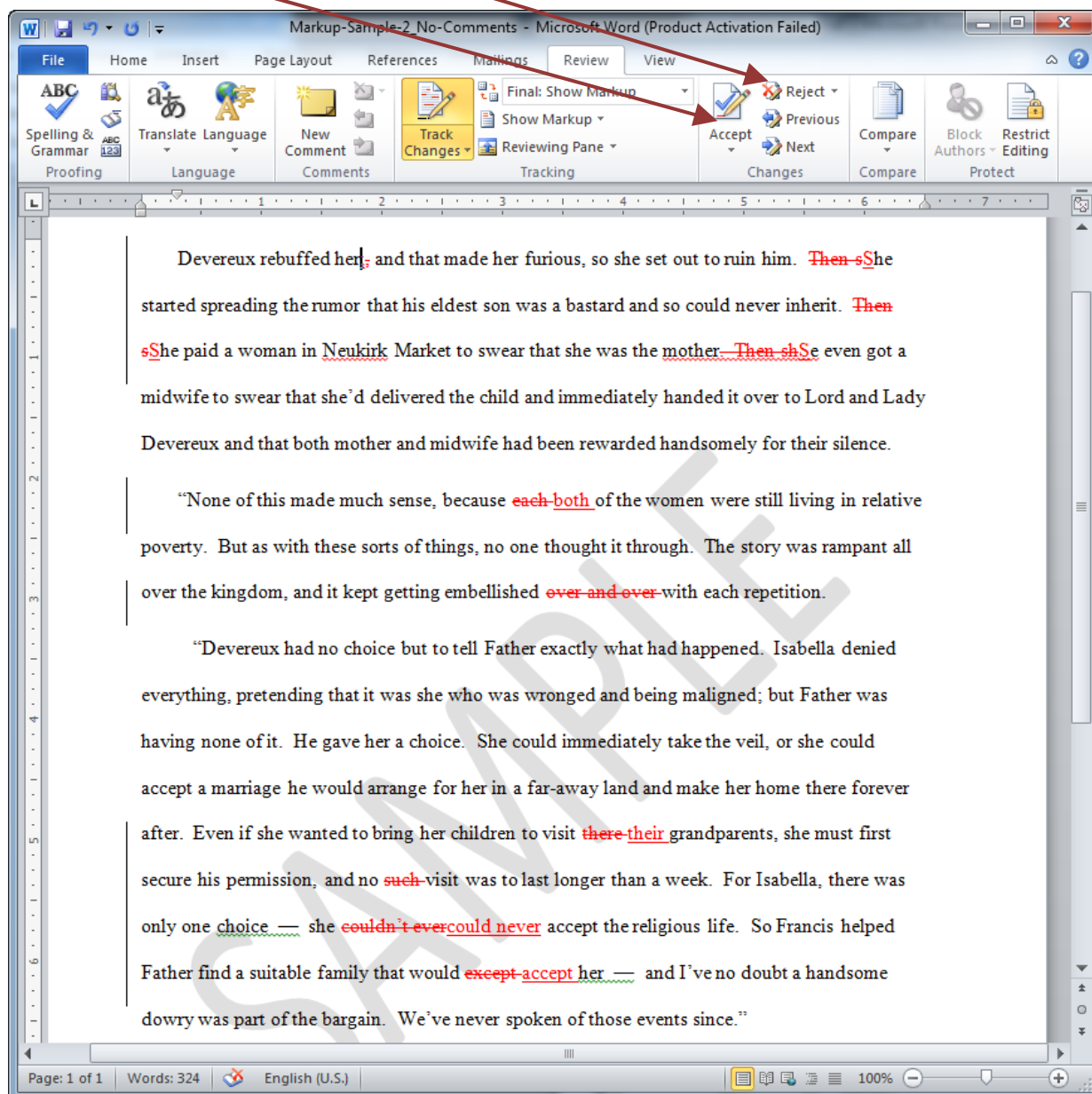
- To view the market, set the display to “Final: Show Markup”
 - Use the drop-down arrow to find the desired setting





Accepting or Rejecting Changes (1 of 3)

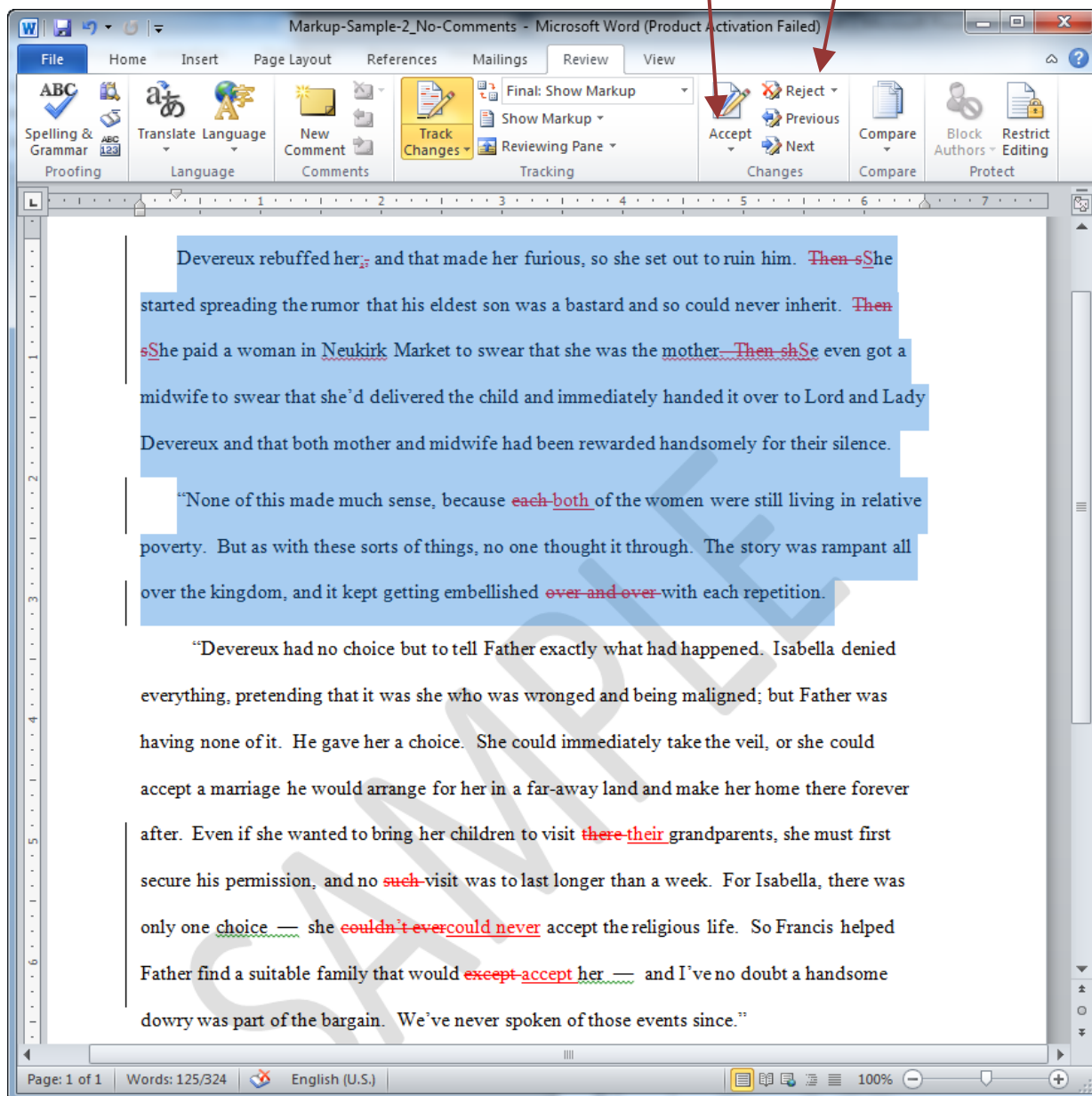
- One at a time
 - Position cursor to the left of a marked change and click Accept or Reject





Accepting or Rejecting Changes (2 of 3)

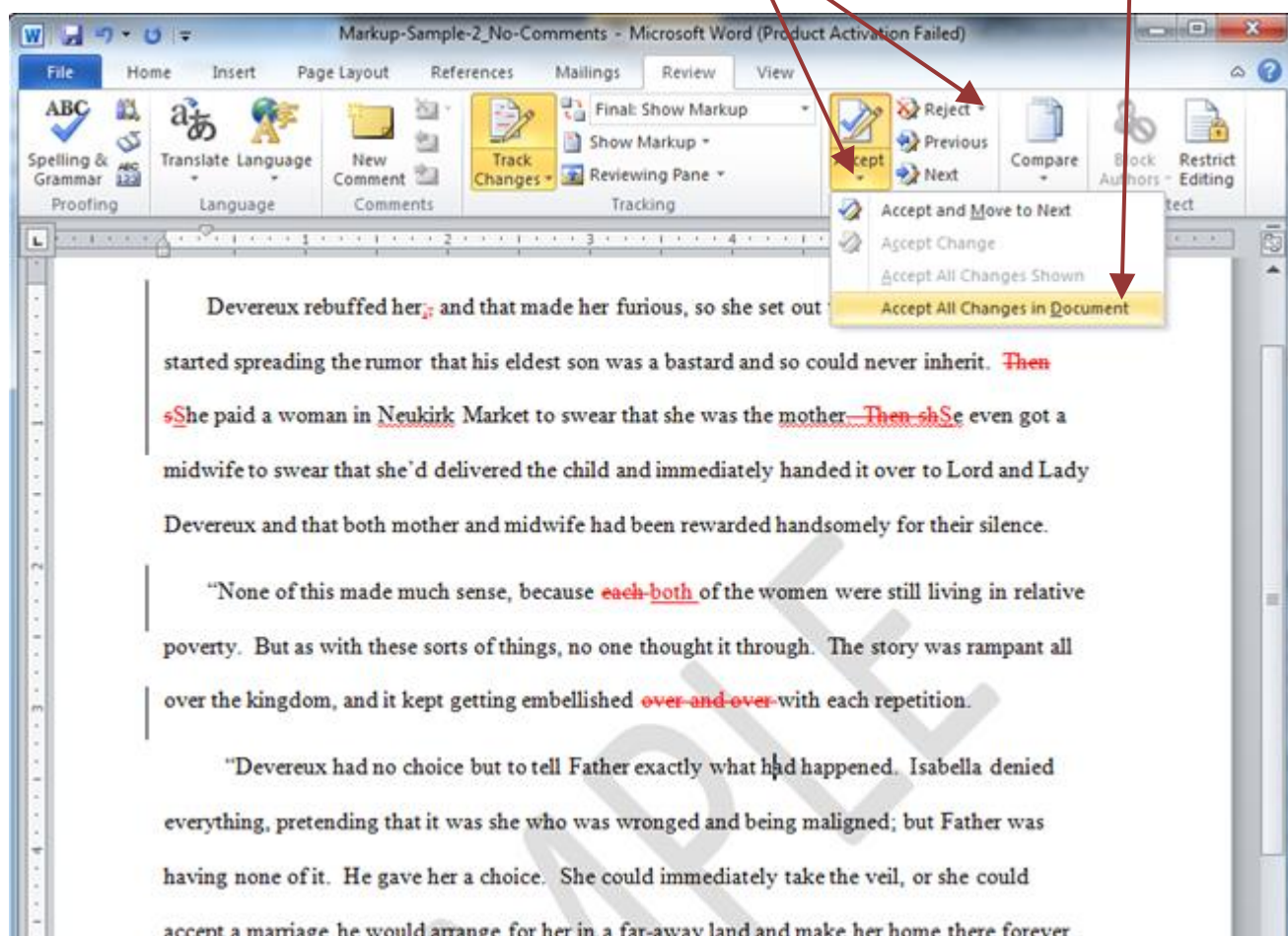
- A group of changes
 - Select a swathe of text and click Accept or Reject
 - All changes within the selection will be processed





Accepting or Rejecting Changes (2 of 3)

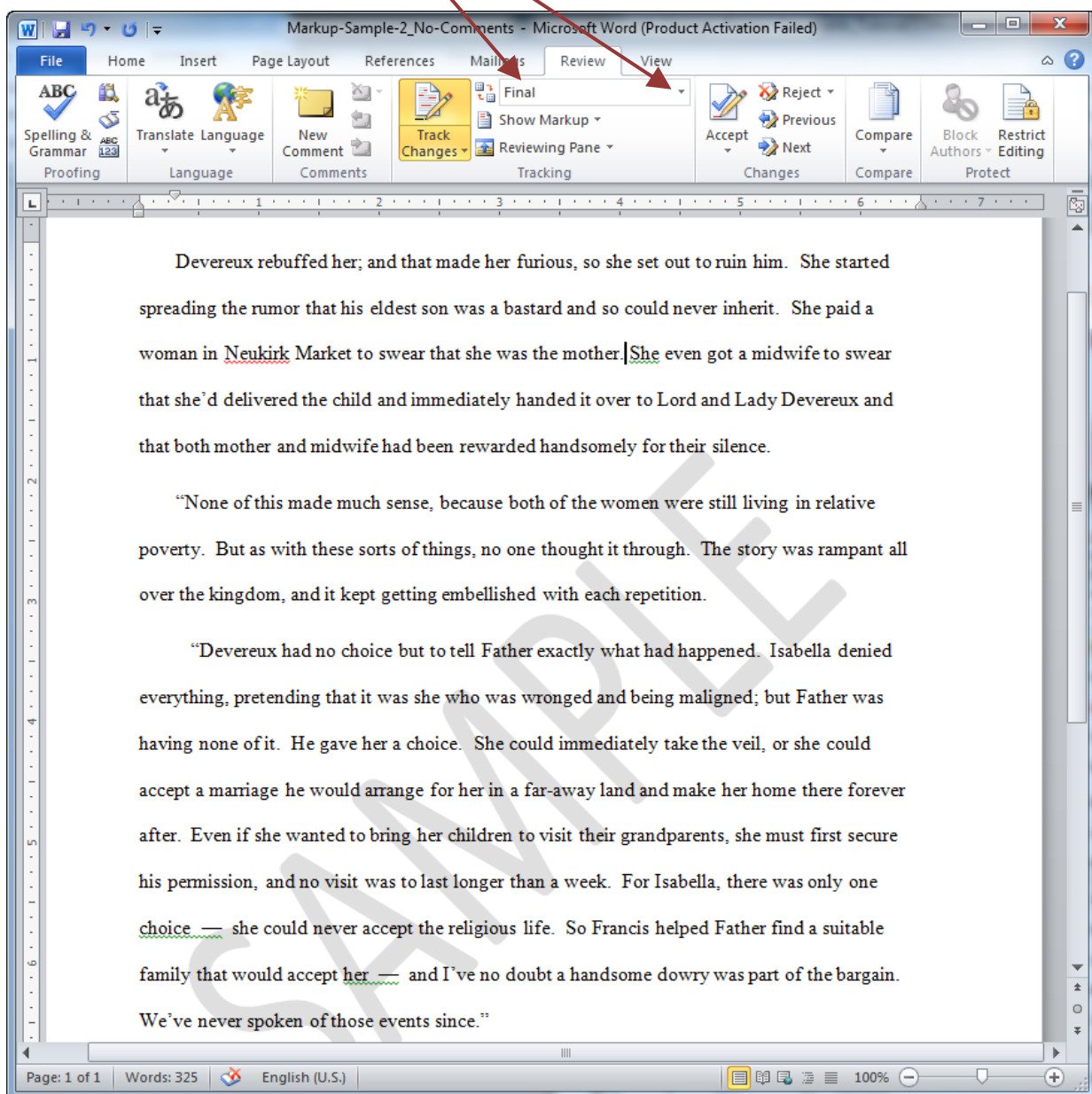
- All changes in the document at once
 - To accept all changes
 - Click on the drop-down arrow below Accept then click on “Accept all Changes in Document”
 - To reject all changes
 - Click on the drop-down arrow with Reject then click on “Reject all Changes in Document”





To read the document with the proposed changes but without all the markup

- Set the display to Final
 - Use the drop-down arrow to find the correct setting





So how do Reviewer Comments work?

- Note that each comment has a dotted line linking it to the highlighted portion of text to which it's related

Markup-Sample-2_No-Comments - Microsoft Word (Product Activation Failed)

File Home Insert Page Layout References Mailings Review View

Spelling & Grammar Research Thesaurus Translate Language New Comment Previous Track Changes Final: Show Markup Show Markup Reviewing Pane Accept Reject Previous Compare Block Restrict Authors Editing Protect

Devereux rebuffed her, and that made her furious, so she set out to ruin him. Then sShe started spreading the rumor that his eldest son was a bastard and so could never inherit. Then sShe paid a woman in Neukirk Market to swear that she was the mother. Then shShe even got a midwife to swear that she'd delivered the child and immediately handed it over to Lord and Lady Devereux and that both mother and midwife had been rewarded handsomely for their silence.

"None of this made much sense, because each-both of the women (were) still living in relative poverty. But as with these sorts of things, no one thought it through. The story was rampant all over the kingdom, and it kept getting embellished over and over (with) each repetition.

"Devereux had no choice but to tell Father exactly what had happened. Isabella denied everything, pretending that it was she who was wronged and being maligned; but Father was having none of it. He gave her a choice. She could immediately take the veil, or she could accept a marriage he would arrange for her in a far-away land and make her home there forever after. Even if she wanted to bring her children to visit there-their grandparents, she must first secure his permission, and no such-visit was to last longer than a week. For Isabella, there was only one choice — she couldn't-evercould never accept the religious life. So Francis helped Father find a suitable family that would except-accept her — and I've no doubt a handsome dowry was part of the bargain. We've never spoken of those events since."

Comment [PT1]: Recommend semicolon here instead of a comma. The next two thoughts in this sentence are cause-and-effect, so the semicolon helps the reader to "breathe" at the right place.

Comment [PT2]: The repetition of "then" doesn't provide any emphasis and, in fact, it implies that these things happened in sequence. Has more impact without the "then's", and it really doesn't matter what order she did them in.

Comment [PT3]: Mismatch of subject and verb. Should either be "each of the women was still living" or "both of the women were still living." My recommendation is the latter because there isn't any reason to deal with them individually.

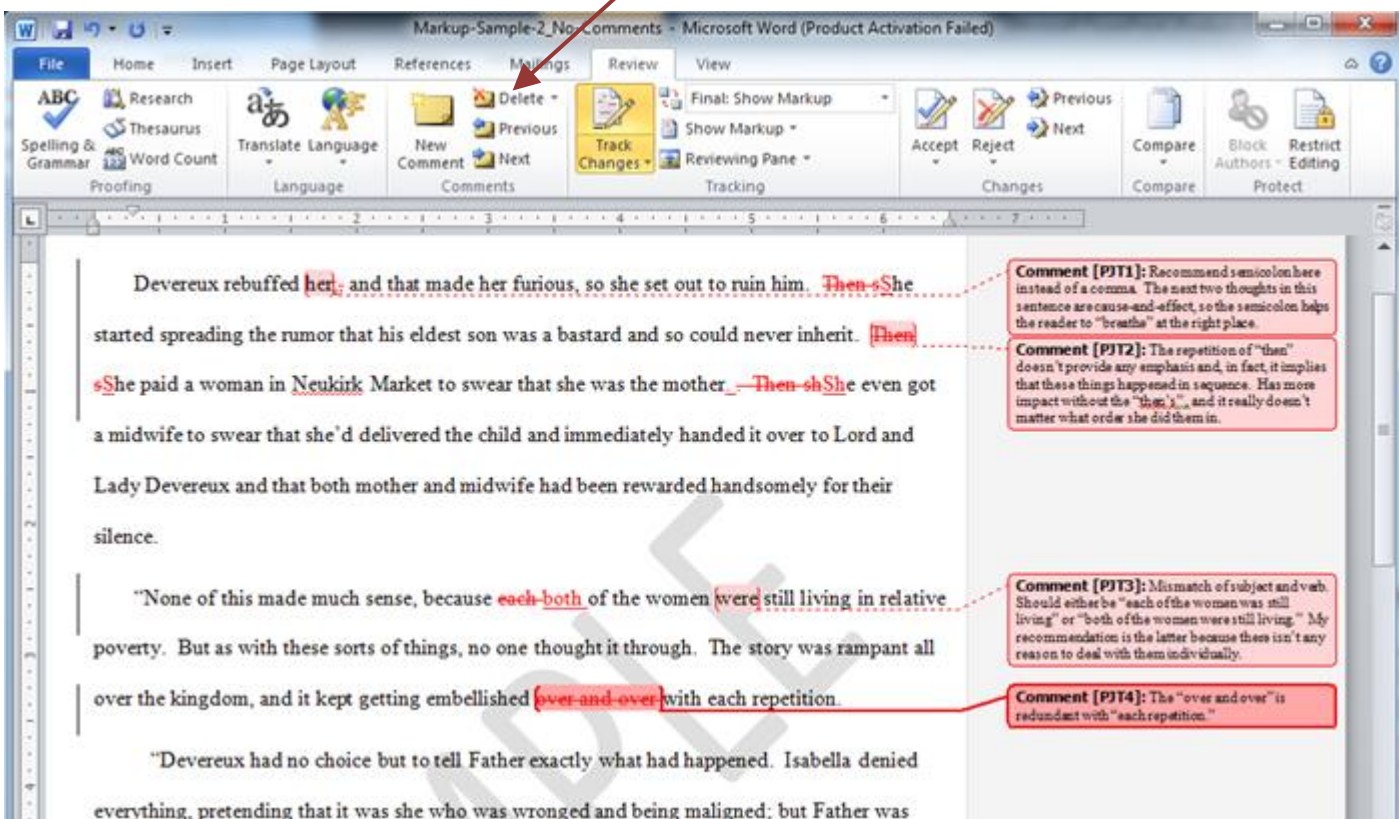
Comment [PT4]: The "over and over" is redundant with "each repetition."

Page: 1 of 2 Words: 325 English (U.S.) 100%



Processing Reviewer Comments

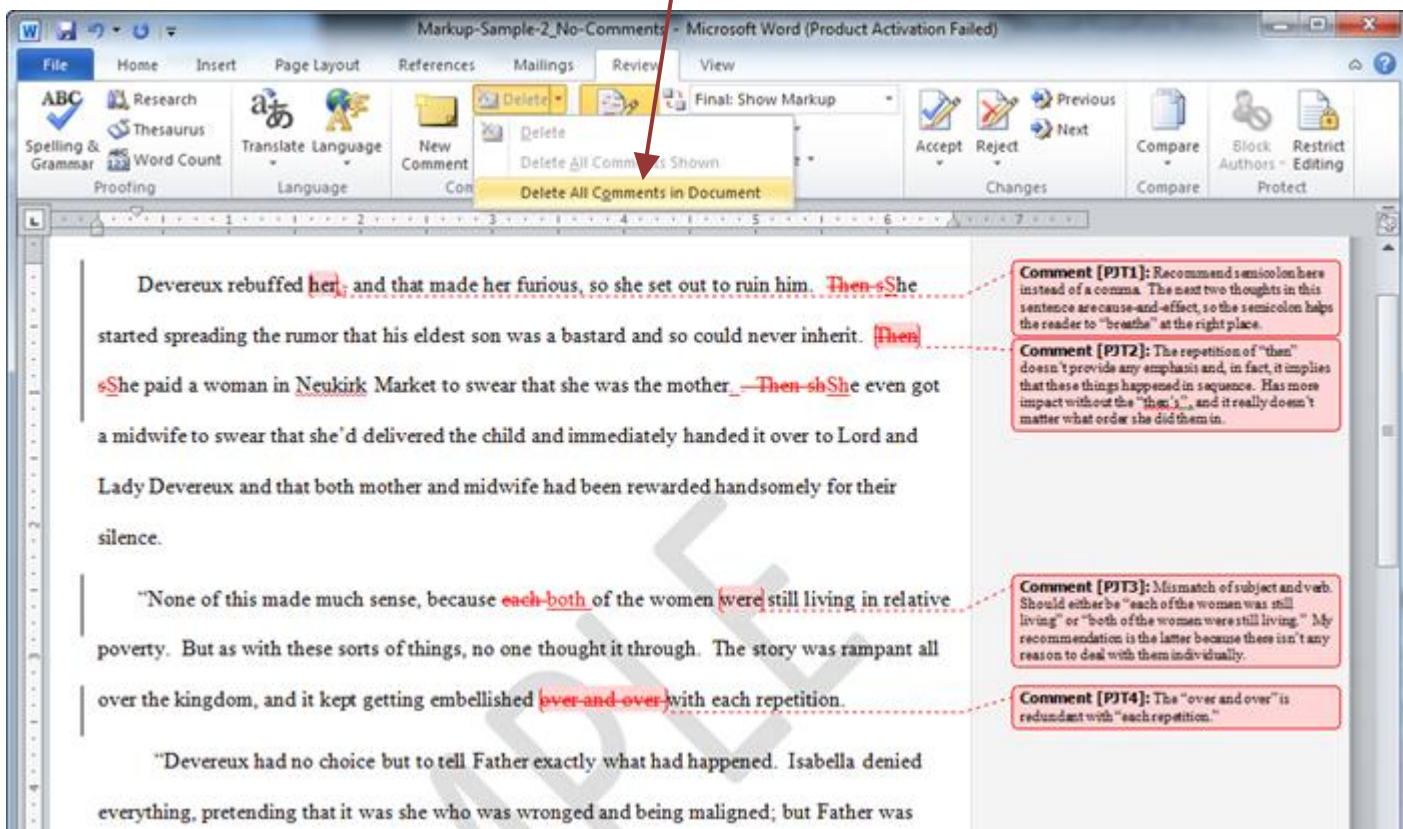
- When you have read and taken action on an individual comment and are ready to remove it from the document, click on the comment to highlight it and then click on Delete in the Comments box
- You can also right-click on an individual comment and choose “Delete Comment” from the pop-up menu that appears





Processing Reviewer Comments

- Some authors prefer to leave all the comments in place until they've finished all document updates – and then delete all comments in one fell swoop
- To do this, click on the drop-down arrow to the right of Delete and then click on “Delete All Comments in Document.” This works even if Delete appears to be greyed-out.





A few things to note

- Tracking settings are stored with the document, so if “Track Changes” was active when you last saved and closed, it will be active the next time you open the document
- Tracked changes remain with the document until they are accepted or rejected
 - Once you have accepted or rejected any markup and the associated changes, you have a clean document that’s ready for final use or further revision
- Reviewer comments are stored with the document
- Visibility of reviewer comments is controlled by the display settings in the Tracking box
 - With “Final” set, comments are not shown
 - With “Final: Show Markup” set, comments are visible
- Reviewer comments remain with the document until they are deleted